



TOWN OF STERLING

STERLING RECREATION DEPARTMENT

1 Park Street ~Sterling, Massachusetts 01564

Bus: (978) 422-3041 ~ Fax: (978) 422-0289

Email: recreation@sterling-ma.gov

www.sterling-ma.gov

RECEIVED

AUG 12 2015

TOWN OF STERLING
TOWN CLERK

RECREATION DIRECTOR

Kristen Dietel

RECREATION COMMITTEE

Jo-ann Cummings

Bob Finizio

Mark Hryniewicz

Heidi Grady

The Sterling Recreation Department, Town of Sterling, is accepting applications for the position of Program Assistant, for approximately 19 hours per week. The Program Assistant is responsible for performing a variety of recreational programming and administrative duties including assisting in the planning and supervising of programs and use of facilities for the Recreation Department. The Program Assistant will coordinate the use of Town facilities such as ball fields and recreational areas. Assists the Director in the planning, organizing and conducting department sponsored special events or activities; must be present at the execution of each event which can be held on nights and weekends. Assists with the performance of a wide range of clerical, support duties including but not limited to inputting program registration information in to the department's database management system, answering the telephone and updating the department's web and social media sites. The Program Assistant assists the Director in visiting program sites, interacting with program instructors and providing updates to the Director as necessary. In the event of the temporary absence of the Director, the Assistant is accountable for continuing the operations of the Department. The hourly rate for this position is \$16.40 per hour.

Minimum education and experience: Associate's Degree in Recreation and Leisure services or a related field or a master craftsman level of trade knowledge; one to three (1-3) years prior work experience in the field of recreation services preferably in a public recreation setting; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Send cover letter, resume and supporting documents to:

Sterling Recreation Department

1 Park Street, Sterling MA 01564 or email to recreation@sterling-ma.gov

Applications must be in by August 29, 2015.

The Town of Sterling is an equal opportunity employer. Job applications will not be discriminated against on the basis of race, handicap, veteran, religion or national origin, sex or age, physical and/or mental handicap or sexual preference